# Your College Email Account and the Intranet

### Accessing your college emails

To use your web-based college email account, start a browser session (Internet Explorer, Chrome, Firefox or other) and go to <a href="http://mail.baec.ac.uk">http://mail.baec.ac.uk</a>

You will need your college email address and a password. Your new temporary password for first access has been emailed to you. You will be asked to change your password once you are in and it is recommended that you choose a strong password. Recommendations for password strength can be found in the appendix at the end of this guide.

On first login you will be asked to accept new terms and conditions and to change your password. You can skip Google's request for a phone number to make your account even more secure. If you wish to do so, however if you add a phone number you will be able to reset your password by yourself later if necessary. This new password will be the one you will use to access your emails and the intranet from now on.

If your own personal email is with Gmail you will need to follow further instructions from this online <u>link</u>.

The login page will look like this:



Please enter your college email address and on the next screen, please enter your password.

Once you are in, you can customise your email interface to your liking.

You can also have your college emails configured on your phone or tablet by following the instructions below. If you don't need this, please skip to the next page.

1. Click on Settings (cog wheel) and you'll get a drop down list. Click on settings again:

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Go back to classic	Bromley Adult Edu	cation	College N	tail
Display density				
Configure Inbox				
Settings				
Manage this doma	in			
Themes				
Get add-ons				
Send feedback				
Help				

2. Select Forwarding and POP/IMAP



Scroll down to where it says **Configure your email client** and click on the link for instructions.

IMAP Access: (access Bromley Adult Education College Mail from other clients using IMAP)	Status: IMAP is enabled Enable IMAP Disable IMAP
Learn more	
	When I mark a message in IMAP as deleted:
	Auto-Expunge on - Immediately update the server. (default)
	Auto-Expunge off - Wait for the client to update the server.
	When a message is marked as deleted and expunged from the last visible IMAP folder:
	Archive the message (default)
	Move the message to the Bin
	<ul> <li>Immediately delete the message forever</li> </ul>
	Folder Size Limits
	Do not limit the number of messages in an IMAP folder (default)
	$\odot$ Limit IMAP folders to contain no more than this many messages 1,000 $$
	Configure your email client (e.g. Outlook, Thunderbird, iPhone)
	Configuration instructions

Please have a go. If you have many questions, please contact <u>the IT department</u> and we'll be here to help the best we can.

You will also have access to cloud space to save files, Google Docs and other clever features from Google.

### The College Intranet

Bromley Adult Education College intranet is a private website that can be accessed with a college username and password from any computer with an internet connection. The ultimate aim of the intranet is to provide a place for tutors to be able to upload resources and website links that can be downloaded by learners – sometimes in the classroom but more commonly at home. This is particularly useful for providing extension handouts or activities, additional background information or for allowing learners who have missed a class to catch up before they return. It also provides access for all staff to college information.

The Intranet and Emails systems are now integrated and can be accessed with the same login.

The Intranet can be accessed in several different ways:

- Via the link on the college website: <u>https://baec.ac.uk/?page\_id=2860</u>
- Via direct link: <u>https://sites.google.com/a/baec.ac.uk/intranet---learner-side/</u>
- Via Classroom app on your phone or tablet (needs a bit of configuring)

### How to log in using direct link

- 1. Start your browser of choice (Internet Explorer, Firefox, Chrome or other).
- 2. Enter the following website address in the address bar: https://sites.google.com/a/baec.ac.uk/intranet---learner-side/
- Enter your college email address in the e-mail box and click NEXT, then enter the password provided, if it is your first time, or the one you've chosen, then follow the instructions on screen.
- 4. You should now see your Home page.
- 5. The home page should look like this:

	tranet - Learner Side
Home     Information     Forms	Home
Picture Gallery	My Fmail
Feedback Term Dates	Wy Eddorr
Web Links Siteman	<u>my roiders</u>
	<u>My Photos</u>
	<u>My courses</u>
	Google Chrome Accessibility posted 25 Apr 2017, 11:53 by Marta de Souza [updated 14 Jul 2017, 14:21]
	Please share this link if you know of anyone that would benefit from a more accessible browser.
	Google's accessibility add-on to Google Chrome, called High Contrast, can be downloaded for free and installed in Chrome by everyone. It has lots of different settings for different needs.
	And if you have a Chrome profile you can save it to your profile and carry it around with you from computer to computer!
	Chrome Extension High Contrast

When you click on *My courses* you should get a Google Classroom home screen similar to this one, but with tiles for your own courses:



If you don't have tiles for your courses showing here, you should contact <u>Marta de Souza</u> with your name, course number and learner identification number.

Your tutors should guide you through accessing resources.

Please contact your tutor for anything referent to your course.

If you are using the email or the intranet on a public computer you should always log off your account so that no unauthorised person accesses it. To do that, please click on the circle on the top right corner of your browser window and then click on sign out.



### • The Classroom App

You can download a free application to your smart phone or tablet and access your course content from there. This is what the app looks like on an iPhone:



#### This is what it looks like on an iPad: This is the app on Android: Google Classroom Google Classroom ogle, Inc. \*\*\*\* 74,756 2 gle LLC Education #3 in Education ★★★★★ 4.5, 6.3K Ratings PEGI 3 O THE Screenshots 0 13 . 0 -----0 Classicon is a rise service to schools, rompoint organisation and anyone win a personal oc-account. Classroom makes it easy for learners and instructors to connect with one another – ii and outside of schools. Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate and stay organised.

Please download it and install from your secure AppStore or Google Play Store. After installation you will have to allow the app to access your college email account.

Hope you enjoy using the intranet.

## Appendix 1 – Password Strength Recommendation

#### Create a strong password & a more secure account

A secure password will help protect your College Account.

#### A strong password helps you:

- Keep your personal info safe
- Protect your emails, files, and other content
- Prevent someone else from getting in to your account

#### Meet password requirements

Create your password using 8 characters or more. It can be any combination of letters, numbers, and symbols.

You can't use a password that:

- Is particularly weak. Example: "password123"
- You've used before on your account

### Follow tips for a good password

A strong password can be memorable to you but nearly impossible for someone else to guess. Learn what makes a good password by following this link: <u>https://support.google.com/accounts/answer/9094506?hl=en&visit\_id=636737248650077910-1530523792&rd=1</u>